



PITTSBURGH SYMPHONY ORCHESTRA

Job Description

Job Title: Director of Orchestra Personnel

Reports to: Orchestra Manager

Status: Exempt, Full time

Job Purpose

The Director of Orchestra Personnel is responsible for administering the personnel of the orchestra. This includes application of the Collective Bargaining Agreement, preparation and maintenance of payroll and other records, hiring of substitute and extra musicians, and coordination of auditions.

Essential Duties and Responsibilities

- Endeavors to create an atmosphere in which musicians can perform at their highest level on a daily basis; develops and maintains an open and communicative environment among musicians and staff; maintains confidentiality and discretion in musician relationships.
- Plans, supervises, and attends Pittsburgh Symphony Orchestra services, including rehearsals, performances, and recording sessions. Ensures proper breaks and service start and end times. Travels with the orchestra on tour and assists with tour logistics as they relate to the orchestra.
- Responsible for the efficient, timely, and effective scheduling of orchestra personnel for each service; determines relief, split vacations, and service exchange vacation assignments; administers leave requests; organizes and oversees string rotation; communicates pertinent information regarding section sizes and stage set-up to technical crew.
- Responsible for addressing musician's day-to-day issues; ensuring excellent demeanor, punctuality and enforcing work rules, and other policies of the organization.
- Informs conductors of work rules, illnesses, and related issues and responds to conductor and musician requests, problems, and issues.
- Monitors recording sessions to ensure that all recording and broadcast contract obligations are followed. Ensures proper media payments to musicians consistent with the master agreement and ancillary recording agreements; submits pension requirements to the Finance department and all necessary pension documentation to the Musicians' union.
- Creates and maintains personnel records and reports; ensures that permanent musicians and substitute players receive timely and accurate compensation; track payroll variations including doubling, move-up, extra services, overtime, substitute players, optional sick leave, and sabbatical replacements. Secures all necessary signature approvals for personnel payment; ensures timely distribution of checks; promptly resolves all financial discrepancies with the Finance department.
- Participates in the budgeting process, including budgeting of permanent and extra musicians' costs.
- Manages the audition process for the replacement or addition of permanent and substitute musicians; secures candidate requirements, audition schedules, and music selections from Audition Committee. Initiates appropriate recruiting strategy, including advertisement, phoning candidates, maintaining and updating candidate lists, and providing solicitation letters; conducts auditions, records the results, and communicates results to candidates.
- Maintains a directory of players suitable for hire as extras or substitutes; hires extra musicians in a timely manner, consistent with orchestra's artistic standards as necessitated by repertoire and player absence.
- Administers and ensures compliance with all contracts consistent with PSO policy, the Trade Agreement, and individual musicians' contracts; participates in the negotiation of the master agreement.
- Researches special projects as assigned by the Orchestra Manager.
- Supervises the Manager of Orchestra Personnel and delegates duties as appropriate.



PITTSBURGH SYMPHONY ORCHESTRA

Requirements

- Bachelor's degree in a related field, with an advanced degree being desirable.
- Five to ten years of experience of personnel management, including the administration of collective bargaining agreements.
- Extensive knowledge of orchestral repertoire and instrumentation.
- Outstanding communication skills with the ability to maintain trust and confidentiality.
- Strong financial and budgeting skills.
- Proficiency with Microsoft Office Suite.
- Experience with orchestra database (i.e. OPAS) and scheduling systems.
- An ability to work independently and make critical decisions in emergency situations.
- Mature judgement and a strong sense of objectivity, with the ability to balance organizational, financial, and individual considerations while committing to artistic excellence.
- Must be able to work long hours, evenings, and weekends.
- Must be able to travel, both domestically and internationally, for extended periods of time.

Please email cover letter and résumé to:

Tabitha M. Pflieger

Orchestra Manager

tpflieger@pittsburghsymphony.org